

## 900 Worcester Street Committee

### Minutes from Nov 19, 2015.

Attendees: Andy Wrobel, Bill Darcy, Deb Carpenter, Ellen Gibbs, Dave Hickey, Suzy Littlefield, Barbara McMahon, Mike Pakstis, Michael Zehner, Frank Pinto, Tim Barrett, Hans Larsen, Mark Wolfson, Patti Quigley

**RFP responses** are due in tomorrow at noon - The group decided that leaving them in the Planning Office in the basement of Town Hall would be best for distributing them to team members. Mike Z and Dave H agreed to get the electronic copy of each response posted on the Town website as well. Posted in a new folder on 900 W website would be best.

**Leadership for each criteria** was assigned with the concurrence of each member. These leaders are thought to be more expert in these criteria and will lead the discussion of these criteria for the group. These leaders should discuss their observations and scores in advance of submitting the score. The leaders do not have to have the same score but will hopefully inform each other of their reasoning for their score. The list attached below.

Everyone will **score each criteria** for each response. One spreadsheet will be used for each response received. DO NOT add or subtract rows or columns. Score the criteria per the RFP: 4 for Highly advantageous, 3 for advantageous, 2 for acceptable, 1 for unacceptable. In addition to your score, please write a sentence or two in the comments section to explain your score. You will forward your completed scoring spreadsheets to Mr Wrobel who will tally them and summarize for our next meeting.

Our draft timeline was altered due to the ongoing STM. The following timeline was agreed to. It will push into early January the final scoring and still complete our review with the BOS in mid February as prescribed in the RFP.

Nov 20th -	Responses received
Nov 23rd- 26th -	Use Committees meet and discuss responses
Nov 23rd - Dec 10th -	Criteria leaders discuss the issues around their criteria All - read responses and create scoring sheets for each of the responses
Dec 14th	Email Andy your scoring spreadsheets for each of the responses (don't add/ delete cols/rows)
Dec 17th	Meet and review results of scoring. Criteria scoring lead by criteria leaders  Discuss zoning approach
Dec 20th	Final scoring (pre-orals) complete. Results shared with BOS.

Early Jan	Oral presentations by finalists
mid Jan	Refined and final criteria scoring with explanations
later Jan	Meet with BoS to share recommendation and Q&A
Early Feb	Finalize recommendation with BoS
Late Feb	Notify respondents of scoring
Spring	Meet with Advisory Develop zoning for ATM or STM BOS negotiate lease details with selected respondent.

Motion to Adjourn	Patti Quigley Tim Barrett 2nd Unanimous support
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Meeting adjourned at 8:07pm.

Next Meeting is Dec 17th at 7pm

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